**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / One-off contract)**

**Provision of event management services**

**BH4783/94**

The EU/CoE Project against Economic Crime in Kosovo[[1]](#footnote-2), Council of Europe for the provision of venue, catering, printing, photography and local transportation services for the following activities to be organised during the month of November 2022 in within the framework of the Council of Europe/European Union joint Project against Economic Crime in Kosovo as follows:

• **1-2 December 2022:** International Conference on regulating and supervising virtual assets – Trends and developments and Parliamentary Working Group Meeting on Drafting of the Law on Crypto assets

In that context, the Project is looking for a Service Provider to ensure venue catering services.

TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe[[2]](#footnote-3), the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be a legal person or consortia of legal and/or natural persons.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: BH4783/94.** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 3 (three) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions: BH4783/94.**

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| --- | --- |
| **Type of contract ►** | One-off contract |
| **Duration ►** | Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| **Deadline for submission of tenders/offers ►** | 07 November 2022 |
| **Email for submission of tenders/offers ►** | [peck.pristina@coe.int](mailto:peck.pristina@coe.int) |
| **Email for questions ►** | [peck.pristina@coe.int](mailto:peck.pristina@coe.int) |
| **Expected starting date of execution ►** | 30 November 2022 |

1. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

1. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead including:

- the Service Provider’s name and address;

- its VAT number;

- the full list of services;

- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,**[[3]](#footnote-4)** you declare on your honour not being in any of the below situations)

Tenderers shall be excluded from participating in the tender procedure if they:

* have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
* are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
* have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
* do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
* are or are likely to be in a situation of conflict of interests;
* are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

*Eligibility criteria*

* Being a registered company specialised in the field of provision of event management services.
* Ensuring that all Covid-19 restrictions measures are respected, as follows:
* The meeting room must be sufficiently large for up to 75 participants and ensure a one-meter distance between participants is respected,
* Hand sanitizers are mandatory in the meeting room and must be located close to each participant.
* All service provider’s staff is required to wear surgical masks throughout the whole duration of the activity.
* The meeting room must be disinfected before the meeting and during the lunch break.
* Catering services must be provided with a strict observation of the relevant rules of the local authorities.
* Coffee break must be served individually to participants at the table in the meeting room.
* Lunch and drinks must be served to each participant at the table and shared food/drinks must be avoided. Buffet or buffet-style lunches are not acceptable.
* All other government Covid-19 measures related to Gastronomy and organization of seminars must be respected.

**The service provider must make sure that all Covid-19 restrictions related to transportation are respected, as follows:**

* Drivers with COVID-19-like symptoms should not be allowed to drive the vehicle.
* The health and hygiene requirements of local authorities should be strictly observed
* Road transport staff and passengers must possess any of the evidence below:

1. Certificate of vaccination with at least two doses or one dose of Janssen vaccine against COVID-19;
2. Persons with medical evidence from a specialist in the respective field that they have contraindications and are exempt from vaccination must possess a negative RT-PCR test for COVID-19, which should not be older than 1 week.

* Service provider is obliged to appoint one or more persons to check the passengers for the possession of any evidence mentioned above.
* Both driver and passengers are recommended to wear masks inside the vehicle.
* Passenger road transport operators are allowed to work according to the seating capacity.
* Each time passenger/s have been transported, the driver should:

1. clean/disinfect the passenger seat including internal and external handles with disinfectant wipes or spay.
2. Ventilate the inside of the vehicle by opening windows.

Using the air conditioner in the vehicle should be avoided as much as possible. The vehicle should be ventilated with fresh air instead.

Implementation of this Act of Engagement is subject of governmental measures against COVID 19. In case more restrictive measures are put in place introducing ban on indoor gatherings, Council of Europe reserves the right to terminate this Act of Engagement without penalties. If restrictive measures do not allow the event to proceed within the numbers planned, Council of Europe, reserves the right to amend terms of contract accordingly or terminate it.

*Award criteria*

* Quality of the offer (50%), including:
* Portfolio and references of the event management company (10%)
* Quality of the proposed venue in terms of conference room and menu (20%)
* Location of the proposed venue considering the high-level nature of event (20%)
* Financial offer (50%)

Multiple tendering is not authorised.

1. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

1. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

* **A completed and signed copy of the Act of Engagement[[4]](#footnote-5) (See attached)**
* For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
* A photo and dimensions of the conference room;
* Portfolio and 2 reference]
* Two proposed menus
* A list of all owners and executive officers, for legal persons only;

**All documents shall be submitted in Albanian, English or Serbian, failure to do so will result in the exclusion of the tender.**

**If any of the documents listed above are missing,** **the Council of Europe reserves the right to reject the tender.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.**

**\* \* \***

1. This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence [↑](#footnote-ref-2)
2. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-3)
3. The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

   An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three above listed exclusion criteria are met;

   A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met;

   For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;

   For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport). [↑](#footnote-ref-4)
4. The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred. [↑](#footnote-ref-5)